



NOTICE JOB POSTING

TO: Civil Service employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

FROM: Civil Service Commission Office, Personnel Director

DATE: Monday, November 6, 2023

RE: Retirement Administrator

The City of Bridgeport's **Civil Service Commission Office** has an opening for the position of Retirement Administrator.

This position is responsible for performing complex and administrative duties involving the Retirement System and Pension Administration for all employees enrolled in the Connecticut Municipal Employees Retirement System; related work as required. A complete job description is attached.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$69,136.00 (Step 1) - \$71,694.00 (Step 2) - \$74,133.00 (Step 3) - \$76,560.00 (Step 4) - \$78,991.00 (Step 4) - \$84,583.00 (Step 5 – Top). The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed \$84,583.00 (reference NAGE RI-200 CBA Article 25.5).

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within Civil Service Department. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or COB.JOBS@bridgeportct.gov. If submitting electronically, please include the following in the subject line: "*Retirement Administrator – Member Name – NAGE Bid.*"

DEADLINE TO APPLY IS MONDAY, NOVEMBER 13, 2023.

This notice is also available for review on our City's Career Website at www.bridgeportct.gov/careers.

This document serves as general notice as required by NAGE, RI-200 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

Class Title: Retirement Administrator

1. Duties that are characteristic as to type and level:

Under limited supervision performs complex clerical and administrative duties involving the Retirement System and Pension Administration for all employees enrolled in the Connecticut Municipal Employees Retirement Fund; related work as required.

2. Typical Tasks or Assignments:

Enrollment of all eligible employees in the State retirement plan. Mail out welcome letters, beneficiary forms and booklets.

Perform and calculate employee's pension estimate data and benefits in accordance with retirement laws, collective bargaining agreements and/or court actions and plan documents and in compliance with established policies and procedures.

Research and analyze employee employment and earnings records, utilizing various payroll databases for reports and analysis; examines and reconciles employment records with supporting data.

Counsel employees regarding retirement benefits; speak with employees regarding available retirement options, including Social Security, medical and health services.

Counsel employees with their Disability Pension application by working with City WC company PMA in retrieving important medical documents.

Initiate the commencement of pension benefits with required paperwork provided by the State Comptroller's department.

Maintain files and records of pension plan history, pension data, correspondence, reports and forms and all changes to employee information including beneficiaries.

Initiates recordkeeping and retrieval methods in compliance with government regulations; prepares government reports.

Process contribution refunds on non-vested employees, military purchases and re-instatement of previous employment with the City of Bridgeport.

Prepare reports and form of retirees to the State Comptroller's department.

Interview employees to obtain data necessary to file for pension or disability pension.

Dissemination of annual pension contribution statement to all employees.

Visit terminal, ill or hospitalized employees to initiate pension applications.

Works with Payroll and Benefits departments in computing retirement benefits; wage verifications for retirees' computation of raises for retirees 65 or older.

Prepare tax changes and benefits deductions for retirees.

Process all changes for deceased retirees and employees; draft financials, statistical, narrative and/or other reports as requested.

Responds to employee pension inquiries and other routine requests concerning CMERS; Acts as a liaison with CMERS administrative staff.

Work in partnership with the City's Administration and working with Department Heads in putting together Retirement Packages for employees.

Work with auditors from CMERS and City to ensure IRS regulations are followed.

Work with our Payroll and MERS on large retroactive pay projects.

Process pension verification letters by request of the retiree.

3. Minimum Qualifications Requirement:

(a) As to education, training and experience:

Bachelor's Degree in Accounting or Business-related field preferred. Or, at least 8 years of progressively responsible administrative experience of which at least 3 years would be at the level of Accounting Clerk 1.

(b) Thorough knowledge of the function, practices and procedures attendant to a Pension Administration program. Thorough knowledge of modern office management practices and procedures. Thorough knowledge of a variety of management information systems, including but not limited to Microsoft Word, Microsoft Excel, and Microsoft Outlook. Exceptional ability to interact effectively with others. Administrative ability. Thorough knowledge of standard bookkeeping practices, and statistical analysis.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.